



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PLANS EXAMINER III – FIRE AND LIFE SAFETY	38	B	11.509
PLANS EXAMINER II - FIRE AND LIFE SAFETY	36	B	11.508
PLANS EXAMINER I - FIRE AND LIFE SAFETY	35	B	11.504

SERIES CONCEPT

Under general supervision of the Fire Marshal in the Office of the State Fire Marshal, Plans Examiners review for fire and life safety the preliminary and final working drawings of new and remodeled buildings, paint spray booths, and aboveground tanks using State regulations and adopted codes. Reviews include architectural, mechanical, and electrical systems; automatic fire protection systems, fire alarm and extinguishing systems, and kitchen hood and duct systems. Determine construction type(s), occupancy classifications, hazardous materials classifications for high-piled storage areas, types of fire protection systems required, and applicable provisions of relevant codes; apply regulations adopted by State and local agencies for regulated facilities such as childcare, group care, hospitals, schools, and penal institutions.

Identify corrective action needed, and write report to inform applicant, other State agencies, and building and fire officials in relevant jurisdictions; discuss findings with applicants as needed; conduct predesign conferences with building and fire officials, State agencies, architects, engineers, contractors, and building owners for major building projects; perform preliminary reviews to grant or deny Fast Track procedure to specific projects; research and evaluate whether requested variances demonstrate equivalent protection to that required by code; recommend response to State Fire Marshal on requests for waivers and variances.

Consult with architects, engineers, contractors, State agencies, building officials, fire service personnel, and property owners regarding the application and interpretation of adopted/recognized codes and regulations in the State Fire Marshal's jurisdiction; provide training in new regulations, codes, building materials, etc., for local building and fire jurisdictions as needed including the Uniform Fire Code and Standards, Uniform Building Code and Standards, Uniform Mechanical Code, and the National Fire Protection Codes and Standards.

Maintain updated awareness of fire and life safety systems, codes, construction materials and methods by attending conferences and seminars, and researching performance tests and listings by recognized testing laboratories for fire detection, fire alarm, fire retardancy, fire protection and fire extinguishing products; participate in maintaining a current library of approved products used in building construction for fire and life safety.

Conduct site inspections of buildings and facilities as requested by Operations Section, Building/Fire Officials, or applicant; assist in duties of other sections in the Office of the State Fire Marshal as assigned.

Draft and recommend amendments to existing regulations based on changes to adopted standards consistent with nationally recognized practices; assist in the adoption of model codes into State Fire Marshal Regulations; consult with code originating organizations including the International Conference of Building Officials, International Fire Code Institute, and National Fire Protection Association to resolve problems with code applications.

Perform related duties as assigned.

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## CLASS CONCEPTS

**Plans Examiner III:** This is the supervisory level. Under direction of the State Fire Marshal, incumbents supervise the activities of lower level Plans Examiners, make budget recommendations and monitor budgets for plans review section, verify payment of proper application fees, evaluate new building products to ensure compliance to building code and assist in building code review; make final recommendations to the State Fire Marshal regarding plans review and building code interpretations.

Supervise subordinate Plans Examiners; delegate responsibility to appropriate levels; develop and communicate work performance standards; evaluate the performance of Plans Examiners; counsel and discipline staff as appropriate; initiate hiring and termination actions as required; provide for appropriate training opportunities based on organizational requirements and budget constraints.

Perform initial review of building plans and assign to lower level Plans Examiners; monitor plan review; give direction to staff regarding procedures and appropriate course of action; make final decisions on building code interpretations; review decisions and check for compliance to code; give advice and direction on application of code to inspection, licensing and hazardous materials sections of State Fire Marshal division; negotiate code interpretations between plans examination staff and individuals and other jurisdictions submitting plans for review, and make final decisions on controversial issues that represent final position of the division.

**Plans Examiner II:** This is the advanced journey level. In addition to performing the full range of duties described in the series concept, incumbents review and provide consultation on the most complex and sensitive projects, such as hospitals, specialized towers, public auditoriums, schools with chemistry and physics labs, flammable and combustible liquid tank farms with UV and infrared detection systems, and weapons processing facilities. They serve as a technical resource for other Plans Examiners and may be assigned lead responsibilities.

**Plans Examiner I:** This is the journey level, at which incumbents perform the full range of duties outlined in the series concept.

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## MINIMUM QUALIFICATIONS

### **SPECIAL REQUIREMENTS:**

- \* Certification as a Plans Examiner by the International Conference of Building Officials (ICBO) is required at the time of appointment and as a condition of continuing employment.
- \* Certification as a Uniform Fire Code Inspector I by the International Fire Code Institute (IFCI) is required at the time of appointment and as a condition of continuing employment.

### **INFORMATIONAL NOTE:**

- \* Successful completion of continuing education units is considered a condition of employment.

### **PLANS EXAMINER III**

**EDUCATION AND EXPERIENCE:** Three years of plans examination experience for a local or State jurisdiction acquired after attainment of ICBO certification as a Plans Examiner and IFCI certification as a Uniform Fire Inspector I. The required experience must have involved the use of Nevada State Fire Marshal regulations and adopted building and fire codes and standards or the equivalent, and performance of complex plans review for general construction and common engineered facilities; **OR** an equivalent combination of training and experience as described above. **OR** one year as a Plans Examiner II in Nevada State service. (*See Special Requirements and Informational Note*)

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## MINIMUM QUALIFICATIONS (cont'd)

### PLANS EXAMINER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** interpretation and application of Fire Marshal regulations as related to fire and life safety; Uniform Building, Fire and Mechanical Codes and Nevada Revised Statutes relating to the Fire Marshal Division. **Working knowledge of:** physical construction of all building construction types as applied to fire and life safety plans; fire protection systems; general principles and practices of supervision. **Ability to:** establish and maintain effective working relationships; train and instruct others in adopted codes and regulations related to plans examination; train and provide work direction to subordinate staff; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** interpretation and application of Nevada State Fire Marshal regulations as related to fire and life safety; State Fire Marshal Plan Review Policy as applied to building construction, inspections, architecture and engineering design; regulations of other State and local jurisdictions as applied to building plans covering child care, group care, hospitals, schools and private, commercial and industrial buildings; State personnel policy and procedure necessary to supervise subordinate personnel. **Working knowledge of:** NAC, NRS and adopted codes as needed to establish policy of Fire Marshal Division on code interpretations; State, county and city offices in order to coordinate project information with other jurisdictions. **Ability to:** make management decisions on acceptable alternative equivalent methods for processing variance requests; communicate, explain, and negotiate on behalf of Fire Marshal Division between other State, county, and/or city agencies as well as architects, engineers, contractors, building owners, local building and fire officials; conduct research and maintain current level of “state of the art” knowledge concerning fire and life safety systems and their application to codes, regulations and certifications; develop and monitor budgets.

### PLANS EXAMINER II

EDUCATION AND EXPERIENCE: Two years of plans examination experience for a local or State jurisdiction acquired after attainment of ICBO certification as a Plans Examiner and IFCI certification as a Uniform Fire Inspector I. The required experience must have involved the use of Nevada State Fire Marshal regulations and adopted building and fire codes and standards or the equivalent, and performance of complex plans review for general construction and common engineered facilities; **OR** an equivalent combination of training and experience as described above. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** the Uniform Fire Code, National Fire Protection Association Codes and Standards, and Uniform Building Code and Standards as related to fire and life safety. **Ability to:** make engineering calculations relative to fire protection systems, construction stress and loads; *and all knowledge, skills, and abilities required for Plans Examiner I.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** Nevada State Fire Marshal regulations as related to fire and life safety. **Working knowledge of:** nationally recognized tests and standards of Underwriters Lab, Factory Mutual, and other approved labs as related to building construction, fire and life safety; general construction and appliance standards such as U.S. Gypsum and other referenced guides published as companion standards to the adopted and recognized codes. **Ability to:** determine appropriate test standard for specific applications in fire safety-related construction and elements of structural, mechanical or fire safety-related construction evaluations; inspect and determine construction types in existing buildings and facilities; make engineering calculations relative to fire suppression, detection and alarm systems, construction, exiting loads and allowable separations; interpret and compare ASTM (American Standards and Testing Materials) and NIST (National Institute of Standards and Testing) listings with performance factors required by code.

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### MINIMUM QUALIFICATIONS (cont'd)

#### PLANS EXAMINER I

**EDUCATION AND EXPERIENCE:** An Associate of Arts degree from an accredited school in building construction or fire science and one year of journey-level experience in one of the mechanical building trades; **OR** graduation from high school and possession of ICBO certification as a Plans Examiner, Building Inspector, Combination Inspector and IFCI certification as a Fire Code Inspector I; **OR** an equivalent combination of training and experience as described above. (*See Special Requirements and Informational Note*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** the physical construction of building and facilities as relevant to fire and life safety; Uniform Building Code and Standards; Uniform Mechanical Code; Uniform Fire Code; principles of engineering drafting, including nomenclature and conventional symbols. **Ability to:** interpret architectural, mechanical, electrical, structural, fire sprinkler, extinguishing system and fire alarm system plans and drawings; interpret and communicate meaning of codes and standards; identify deficiencies in relation to codes and standards; perform algebraic and geometric calculations to determine allowable area ratios, slopes of ramps, height of building features, and occupant loads; write clear technical/research reports; communicate effectively with architects, engineers, local officials, builders, and property owners on technical issues and requirements of the State Fire Marshal's Office; research and analyze technical literature on current fire and life safety systems, building materials, and related codes and standards.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State Fire Marshal regulations, and all adopted codes and standards; fire science and/or fire suppression operations; the operation of common fire protection systems; State, county, and city offices relevant to plans examination in the State Fire Marshal jurisdiction. **Ability to:** determine building construction types and occupancy classifications; apply general code and standards requirements to specific situations; identify applicable codes, standards, regulations, and equipment specifications; identify the most relevant among similar applications in various codes and standards; write effective letters requiring changes to submitted plans, and respond to challenges and inquiries regarding requirements; set priorities which accurately reflect the relative importance of job responsibilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.509</u>	<u>11.508</u>	<u>11.504</u>
ESTABLISHED:	9/9/99R	7/1/97P	9/11/81
REVISED:	1/20/00UC	9/19/96PC	10/25/85
REVISED:			7/1/97P
REVISED:			9/19/96PC
REVISED:		9/9/99R	9/9/99R
		1/20/00UC	1/20/00UC